

EMPLOYMENT OPPORTUNITY

ANNOUNCEMENT NUMBER: HCMALL 08/13

NOTE: All applicants who are not Family Members of U.S. Government employees officially assigned to Post and under Chief of Mission (COM) authority must have required work and residency permits to be eligible for consideration.

OPEN TO: All Interested Candidates

POSITION: Investigative Assistant, FSN-7; FP-7*

OPENING DATE: April 29, 2008

CLOSING DATE: May 13, 2008

WORK HOURS: Full time, 40 hours/week

ANNUAL SALARY: * Not-Ordinarily Resident: US\$32,864 (Starting salary)
(Position Grade: FP-7 will be confirmed by Washington)

* Ordinarily Resident: US\$7,041 (Starting salary)
(Position Grade: FSN-7)

Actual filling of the position is contingent upon the availability of funds.

The Consulate General of the United States of America in Ho Chi Minh City is seeking an individual for employment for the position of Investigative Assistant in its Regional Security Office (RSO) in Ho Chi Minh City.

BASIC FUNCTION OF THE POSITION

Incumbent of this position will provide investigative support for background investigations, general investigations and surveillance detection inquiries; provide administrative and translation support for all aspects of RSO requirements; serve as timekeeper for RSO locally employed staff; facilitate and manage Consulate Ho Chi Minh City participation in the regional International Law Enforcement Academy training courses in Bangkok, Thailand.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office in Ho Chi Minh City or Hanoi.

QUALIFICATION REQUIRED

All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each criterion.

1. University degree in one of the following fields: Law, Security, International Relations, Economics or Language is required.
2. Must have at least two years of related investigative and administrative experience.
3. Must be familiar with basic investigative methods and moderate analytical skills.

4. Must have proficient working knowledge of computer programs i.e. Microsoft Office, Excel and Access (this will be tested).
5. Level 3 (Good working knowledge) Speaking/Reading/Writing English is required (this will be tested). Fluency level in Speaking/Reading/Writing Vietnamese is required.

SELECTION PROCESS

When equally qualified, U.S. Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that candidates address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed EFMs who hold an FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.
5. The candidate must be able to obtain and hold Post security clearance.

TO APPLY

Interested candidates for this position must submit the following, or the application will not be considered:

1. Not-Ordinarily Resident (NOR): Application for Federal Employment (OF-612 or DS-1950)
2. Ordinarily Resident (OR) includes all Vietnamese nationals: Post form "Application for Employment with the U.S. Mission to Vietnam" available on the website.
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned, etc.) that addresses the qualification requirements of the position as listed above.

You may download the application form at <http://hochiminh.usconsulate.gov/jobs.html> or paper copies are available from the Security Guard at Post 4 at the U.S. Consulate in Ho Chi Minh City between the hours of 8:00 A.M. - 5:00 P.M., Monday through Friday.

SUBMIT APPLICATION TO

Management Office
U.S. Consulate General, 7A Mac Dinh Chi Street, District 1, HCMC.

POINT OF CONTACT

Management Office
U.S. Consulate General HCMC
Tel. 84-8-822-9433
FAX: 84-8-823-4642

DEFINITIONS

1. U.S. Citizen Eligible Family Member (AEFM): A type of Eligible Family Member (EFM) that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
 - U.S. citizen;
 - Spouse or child who is at least age 18;
 - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a USG agency that is under COM authority;
 - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad; and
 - Does not receive a USG annuity or pension based on a career in the U.S. Civil, Foreign or uniform services.
2. Eligible Family Member (EFM): Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a U.S. Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Member of Household (MOH): A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at Post with the sponsoring employee.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are AEFMs and EFM of FS, GS, and uniform service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: MAY 13, 2008

(All applications must be received by the closing date to receive consideration)

AN EQUAL OPPORTUNITY EMPLOYER

The US Mission in Vietnam provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.